



«SiteAddress»

«CurrentDate»

«FullName»

«MailingAddress»

In Reply Refer to Both:

«ROStationNumber»/28

«ClaimPayee»

Dear «LastName»:

We've interrupted your Vocational Rehabilitation and Employment (VR&E) program effective [Date] because [Reason(s)]. This letter tells you:

How interruption affects your program benefits

How to contact me

What can happen if you don't contact me

What to do if you find suitable employment and no longer require services

What to do if you disagree with our decision to interrupt your program

How does interruption affect your benefits under our program?

You won't receive subsistence allowance during the period your program is interrupted, however, you will remain eligible for other VR&E services, such as referrals for medical and dental appointments and counseling.

How can you contact me?

Contact me during normal business hours at «CaseMgrPhone» or at any time by e-mail at «CaseMgrEmailAddress».

What can happen if you don't contact me?

If you do not contact me within 30 days from the date of this letter requesting that your case remain open, we may discontinue your program. The discontinuance means you will no longer be eligible for the benefits under this program. If you

2.

«FullName» «ClaimPayee»

should later want to take part in the VR&E program, you would have to remove the reason for the discontinuance of your current program. To reenter the program you would need to do all of the following:

1. Reapply for services using VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation
2. Meet the entitlement and eligibility requirements, and
3. Be reevaluated to determine if you still require services

What if you find suitable employment during interruption and no longer require services?

If you find suitable employment and no longer require services, please answer the following questions and return this letter by scanning it and emailing back to your counselor or mailing it to the address at the top of page one:

Name and Address of Employer: _____

Job Title: _____

Wages per Hour _____ or per Year _____

Current Address: _____

Email Address: _____

Telephone Number: Home: _____ Work: _____

Do you believe you are in need of rehabilitation services/accommodations at your work site? Yes _____ No _____

If so, what services/accommodations do you feel you require?

What can you do if you disagree with our decision?

If you disagree with our decision, either you or your accredited representative—for example, a Veterans service organization representative, independent agent, or private attorney—can take the following actions within one year from the date of this letter:

3.

«FullName» «ClaimPayee»

1. Request an Administrative Review
2. Appeal our decision

Note: You cannot ask for an Administrative Review after we receive your request to appeal our decision.

Administrative Review

You can request an Administrative Review if you disagree with our decision. In your request, please tell us the reason(s) you disagree with our decision, and mail your request to the address at the top of this letter.

In an Administrative Review, a Vocational Rehabilitation and Employment Officer or his/her designee will review the information leading to the decision to determine if an error was made in the decision making process that would allow us to overturn our decision.

Formal Appeal

Your other option is to formally appeal our decision. For instructions on how to appeal our decision, please see the enclosed VA Form 4107, Your Rights to Appeal Our Decision.

I'm looking forward to hearing from you soon so that you can get back on track toward reaching your vocational and other life goals.

If you have any questions about this letter or need additional verification of VA benefits, please contact me at «CaseMgrPhone», or call 1-800-827-1000. If you use the Telecommunications Device for the Deaf (TDD), the federal number is 711. Send electronic inquiries to <https://iris.va.gov/>.

Sincerely,

«CaseMgrName»
«CaseMgrTitle»

4.

«FullName» «ClaimPayee»

Enclosure: VA Form 4107

cc: «POAName»

How can eBenefits assist you?

eBenefits is a joint VA/DoD web portal that provides resources and self-service capabilities to Veterans, Servicemembers, and their families to research, access and manage their VA and military benefits and personal information. eBenefits uses secure credentials to allow access to personal information and gives users the ability to perform numerous self-service functions. It also provides a list of links to other sites that provide information about military and Veteran benefits. It is an essential way for Veterans, Servicemembers, and their families to receive access to services. To access eBenefits go to www.ebenefits.va.gov.